

## **Cemetery Worker - 2011**

### **Primary Reason Why Classification Exists**

To perform general to semi-skilled labor work in the maintenance of municipal cemeteries and other department facilities

### **Distinguishing Features of the Class**

An employee in this class performs general unskilled to semi-skilled labor in the maintenance of municipal cemeteries and general building maintenance. Emphasis of the work is on operation of motorized equipment and application of manual labor to maintain cemetery grounds and facilities. Work also includes janitorial duties and some light building maintenance work not requiring the skills of a licensed contractor or otherwise defined by building code requirements. Work is supervised by a maintenance supervisor and performance is evaluated on the basis of attaining stated individual and team performance objectives, quantity and quality of work, compliance with safety regulations, and responsiveness to requests or complaints.

### **Illustrative Examples of Work**

- Maintains cemeteries and landscape areas; operates mowers, blowers, weed eaters, tractors with attachments, dump trucks, and a variety of hand tools; operates truck/vehicles; pulls trailers hauling equipment; mows grass and trims bushes, hedges, and trees; rakes and removes leaves; mulches planting areas; waters flowers and shrubs; removes old flowers from grave sites; empties trashcans; picks up litter; re-fills sunken graves; fertilizes and sows grass; plants flowers, shrubs, and trees; installs borders around shrubs and flowerbeds
- Applies pesticides under the license of a supervisor
- Locates grave sites and records data for burials
- Performs building maintenance including painting, repairing walls, minor HVAC, plumbing, electrical, door, window, and masonry repairs, and general housekeeping
- Helps set up for programs and special events; assists with the installation, repair, removal and storage of holiday decorations; serves as backup to Buildings and Grounds Maintenance personnel
- Performs related tasks as required

### **Knowledge, Skills, and Abilities:**

- General knowledge of the operation and maintenance of cemeteries and building and grounds maintenance equipment; general knowledge of landscaping and grounds maintenance practices including equipment used in grounds maintenance
- General knowledge of personal computers to enter and retrieve information
- General knowledge effective working relationships with other employees and the public
- Ability to operate and maintain mowing equipment, tractors, and small hand tools; ability to operate a dump truck, leaf blower, weed eater, and other equipment
- Ability to work outdoors in varied working conditions and to walk and stand for long periods of time; ability to be work overtime and weekends if required
- Ability to perform manual labor tasks such as seeding, disbursing straw, fertilizing, mowing, shoveling, raking, and erecting proper signage to denote crews at work in heavy traffic
- Ability to read, write, and use a computer and related software

- Ability to establish and maintain effective working relationships with other employees and the public; ability to apply tact and judgment when interacting with the public
- Ability to engage in strenuous physical work for extended periods of time
- Ability to understand and follow both oral and written instructions and work well as a team member
- Ability to identify and report maintenance needs or safety issues to a supervisor

### **Physical Requirements**

Work in this class is characterized as heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, working, pushing, pulling, lifting, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings.

### **Working Conditions**

Employee in this class is subject to both inside and outside environmental conditions, extreme cold (below 32 deg F) and heat (above 100 deg F), noise from motorized maintenance equipment (mowers, cutting devices, etc), vibrations, atmospheric conditions, and oils, greases, fumes, dirt, broken pavement, sharps from metal and glass, and biting or stinging insects and possibly reptiles. Employee must wear hearing/visual protection while performing most field work and may be exposed to blood borne pathogens requiring specialized personal protective equipment.

### **Education and Experience**

Graduation from high school or GED equivalency and some experience in buildings and grounds maintenance

### **Special Requirements**

- Valid North Carolina driver's license
- First aid and CPR, AED Certifications preferred
- North Carolina Pesticide Applicator License preferred

**FLSA Status:** Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions

section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015